



Potential Contract Instructor FAQs

What is the process for becoming a Contract Instructor with the Recreation & Community Services Department?

Complete and return the Potential Contractor Packet to Katy Brecher at kbrecher@losaltosca.gov. If your program has been approved, you must complete a background check and tb test as well as provide liability insurance and a completed W-9.

What am I responsible for as a Contract Instructor? What does the department provide?

Contract Instructors are responsible for submitting their class information in a timely manner when requested and providing quality instruction during programs. The department handles all registration, provides the space for class, and markets all programs.

What is the class fee split between the Contract Instructor and the Recreation & Community Services Department?

All Contract Instructors are mailed a check at the end of each season. The Contract Instructor determines the base session fee which the class fee split is based from. The class fee split is currently 60% (Contractor)/40% (City) for in-person and 80% (Contractor)/20% (City) for virtual programs. An additional \$12 administration fee and 20% non-resident fee are added to all programs.

Can I rent a room to teach my program instead of becoming a Contract Instructor?

If you are charging a fee to participate in your program, you cannot rent a room and you must become a Contract Instructor per the process outlined above.

Would I be considered an employee of the City of Los Altos?

No, all Contract Instructors are Independent Contractors and are not employed by the City. All Contract Insutrctors work per a contract set for a designated amount of time (typically 1 year).

Are there any special requirements for working with youth?

All Contract Instructors are required to be background checked and tb tested through our HR Department prior to the start of the program.

Do I need Liability Insurance to be a Contract Instructor?

It is recommended that all Contract Instructors obtain liability insurance coverage at a minimum of \$1 million, naming the City as the Certificate Holder. If you are not charing a fee for your program, you will be covered under the City's insurance policy.

Questions? Contact Katy Brecher at kbrecher@losaltosca.gov